

Agency Checklist
DBM-2020-Desktop Contract Processing

✚ Agency/Division: _____ ✚ Date: _____

✚ Agency Contact: _____ ✚ Email: _____ ✚ Telephone: _____ ✚ Fax: _____

✚ Brief Description of request: _____ ✚ ADPICS Purchase Order Number: _____

✚ Contractor: _____ ✚ Amount: _____

✚ Is the contractor authorized to sell manufacturer's brand under DBM-2020-Desktop contract? ☐ YES Proceed with request.

Only one Category may be processed at a time.) ☐ NO, consult PLO and/or your agency procurement staff for assistance.

Category 1 - Microcomputers & Associated Peripherals: ☐ Desktop ☐ Laptop ☐ Server ☐ Peripheral

✚ If software is included in a desktop, laptop, or server, it should only be part of the operating system. If Commercial Off the Shelf (COTS) is needed, it should be purchased in a separate request to Category 3, COTS contractors.

✚ Installation Service per Desktop ☐ YES ☐ NO

✚ Stand Alone Upgrade to 24x7, 1 year Manufacturer Warranty per Unit ☐ YES ☐ NO

✚ Are post warranty maintenance services requested? ☐ YES ☐ NO

✚ Is the contractor that sold the original product from this contract providing the post warranty maintenance? ☐ YES ☐ NO (DO NOT PROCESS)

✚ Normal State Hours per Unit ☐ 1st Year PWM ☐ 2nd Year PWM ☐ 3rd Year PWM

✚ 24 x 7 per Unit ☐ 1st Year PWM ☐ 2nd Year PWM ☐ 3rd Year PWM

Category 2 - Printers & Associated Peripherals

✚ Installation Service per Desktop

☐ Stand Alone Upgrade to 24x7, 1 year Manufacturer Warranty per Unit

✚ Are post warranty maintenance services requested? ☐ YES ☐ NO

✚ Is the contractor that sold the original product from this contract providing the post warranty maintenance? ☐ YES ☐ NO (DO NOT PROCESS)

✚ Stand Alone Post Warranty Maintenance (PWM)

Normal State Hours per Unit ☐ 1st Year PWM ☐ 2nd Year PWM ☐ 3rd Year PWM

24 x 7 per Unit ☐ 1st Year PWM ☐ 2nd Year PWM ☐ 3rd Year PWM

Category 3 - Commercial-Off- The-Shelf (COTS) Software

✚ Operating System to be installed on ☐ Windows ☐ Mac ☐ Linux ☐ Novell NetWare ☐ Unix ☐ Other _____

✚ Are services such as training, staff support, IT consulting, Telecom equipment requested ? ☐ YES (DO NOT PROCESS) ☐ NO

Agency Budget information:

✚ Funding Source (Check all that apply) ☐ General ☐ Special ☐ Federal ☐ Reimbursable ☐ Other

✚ PCA: _____ ✚ AOBJ: _____

✚ Lease-Purchase agreement with the MD Treasurer's Office ☐ YES ☐ NO

✚ Estimated annual payment of \$_____ for a total of ____ annual payments.

Agency required documentation:

✚ Copy of the written bid request to all contractors (include selection factors e.g. product availability, delivery)

✚ Copy of contractor quotations and/or no bid responses

✚ Applicable Manufacturer's Suggested Retail Price (MSRP) from the manufacturer NOT from the reseller

✚ Agency rationale for selecting the proposed contractor. Selection should be based on qualified vendor(s) meeting their discount rate that is calculated by multiplying the MSRP by the percentage (%) specified in the contractor's financial proposal. Price is a secondary factor after discount has been met.

Send documentation to DBM OIT Strategic Planning Division, Procurement Liaison Office:

✚ ATTN: Mike Balderson, 45 Calvert St. Annapolis, MD 21401 Phone: (410) 260-7549, Fax: (410) 974-5615, email: mbalders@dbm.state.md.us